

# Washington County

## Job Description



<b>Title:</b>	Administrative Assistant	<b>Code:</b>	
<b>Division:</b>	Administration	<b>Effective Date:</b>	01/17
<b>Department:</b>	Habitat Conservation Plan	<b>Last Revised:</b>	01/17
<b>Career Serv:</b>		<b>FLSA:</b>	

### GENERAL PURPOSE

Attends and takes minutes for committee meetings in support of the HCP. Provides administrative support to the HCP staff, HCP Advisory Committee (HCAC) and the Technical Committee (TC). May also perform a variety of other clerical and confidential administrative and outreach support duties as needed.

### SUPERVISION RECEIVED

Works under the general supervision of the HCP Director and HCP Outreach / Administrative Coordinator.

### SUPERVISION EXERCISED

May provide general supervision to interns or volunteers.

### ESSENTIAL FUNCTIONS

#### **Administrative Support:**

Attends and takes minutes for committee meetings in support of the HCP; prepares agendas; prepares and issues minutes for review and approval; emails agendas and minutes to members; notifies public of meetings in compliance with the open meeting laws; reserves, prepares and sets up meeting room. Ensures public meetings comply with correct parliamentary procedures.

Maintains HCP administrative records, including approved and working minutes of committees, index of HCAC minutes, and an index of Washington County Commission minutes pertaining to the HCP.

Develops and maintains an efficient filing system, and stores and archives records and files in accordance with county policies and the Utah State Government Records Access Management Act (Title 63).

When assigned by HCP Outreach Coordinator, serves as visitor center first point of contact for the general public; attends to the general needs of the visitor center, including sales, distribution, ordering, stocking and inventory of supplies materials and products; assists in web page updates, social media and other outreach duties as assigned.

Assists with the Washington County cleanup campaign, Give Your Land a Hand. Helps prepare agendas, schedule committee meetings, and market clean up dates on multiple online sources.

Performs general clerical and secretarial duties, i.e. typing, word processing, filing, dictation, scheduling meetings, answering telephone, copying, etc.

Operates word processor, computer, copy machine, paper shredder, digital recording equipment, telephone, etc.

Organizes and manages the safe and secure custody and storage of sensitive and historical records, including incremental backups of electronic files.

Performs other related duties as assigned.

### MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Graduation from high school with background in office practices preferred; plus one (1) year of specialized training in computer assisted accounting, finance, budgeting, general business, or related field;
  - AND
  - B. One (1) year of experience recording meeting meetings or related transcription duties.

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Working knowledge of** modern office practices and procedures; environmental and general legal terminology, grammar, punctuation, English, etc.; routine legal procedures related to environmental programs and requirements; use and operation of technical recording equipment; the operation of personal computer and various software applications for word processing (MS Word), spread sheets.

**Some knowledge of** general accounting and bookkeeping procedures and practices; county, state and federal laws and regulations related to HCP and reserve management.

**Ability to** exercise independent judgment, prioritize, and organize diversified workload, maintain the appropriate confidentiality of confidential communications, use and operate technical recording equipment; effectively utilize various software applications; maintain filing and record keeping system; work with the public, develop and maintain effective working relationships with professionals, the public and fellow employees; communicate effectively, verbally and in writing, proficient in the use of social media; operate a cash register, card reader, calculator, copy machine, and other types of standard office equipment; access e-mail and effectively function in a computerized communications environment.

3. Special Qualifications:

Must be able to type at least 60 wpm.

Must be able to understand the operation of computer peripherals and effectively use electronic resources.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)